

ADMINISTRATIVE - INTERNAL USE ONLY

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Bldg + 63-1
(General) L

3 APR 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Monthly Report - Use of Auditorium

1. This memorandum is for information only.
2. The attachment indicates Auditorium utilization during March 1963.
3. In summary, thirty-three reservations were made of which two were canceled. The total estimated hours in use was $94\frac{1}{4}$ and an estimated total number of people in attendance was 2,272.



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Acting Director of Logistics

Attachment:
Auditorium Schedule

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ADMINISTRATIVE - INTERNAL USE ONLY

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AUDITORIUM SCHEDULE

MONTH: March 1963

| No. | DATE | TIME FROM - TO | REQUESTING OFFICE & CONTACTING OFFICER | No. OF PEOPLE | REQUIREMENTS, PA SYSTEM, PROJECTION, ETC. | REMARKS: |
|-----|----------|-------------------|--|---------------|--|---|
| 1. | 1 March | 1300 to 1500 | | 400 | PA System | STAT |
| 2. | 2 March | 1000 to 1400 | | 1 | | Organ Practice |
| 3. | 3 March | 1400 to 1700 | | 1 | | Organ Practice |
| 4. | 4 March | 0830 to 1300 | | 25 | | Covert Labor Force |
| 5. | 4 March | 1715 to 1915 | | 1 | | Organ Practice |
| 6. | 5 March | 0930 to 1530 | | 180 | | Blood Donor Program Basement Entrance Audit. |
| 7. | 6 March | 1030 to 1100 | | 1 | | Organ Practice |
| 8. | 6 March | 1130 to 1245 | | 450 | | Religious Services |
| 9. | 7 March | 1300 to 1500 | | 25 | | |
| 10. | 9 March | 1200 to 1500 | | 1 | | Organ Practice |
| 11. | 10 March | 1500 to 1700 | | 1 | | Organ Practice |
| 12. | 11 March | 0900 to 1200 | | | PA System | Cancelled |
| 13. | 11 March | 1030 to 1100 | | 1 | | Organ Practice |

AUDITORIUM SCHEDULE

Sheet 2 of 3

MONTH: March 1963

| No. | DATE | TIME FROM - TO | REQUESTING OFFICE / CONTACTING OFFICER | No. OF PEOPLE | REQUIREMENTS, PA SYSTEM, PROJECTION, ETC. | REMARKS: |
|-----|----------|------------------------------|--|---------------|--|------------------------|
| 14. | 11 March | 1300 to 1700 | | 12 | | STAT |
| 15. | 12 March | 0800 to 1630 | | 6 | | Cleaning of Auditorium |
| 16. | 13 March | 1130 to 1245 | | 445 | PA System | Religious Services |
| 17. | 13 March | 0800 to 1030 1300 to 1700 | | 15 | | |
| 18. | 14 March | 0830 to 1700 | | 12 | | |
| 19. | 18 March | 0900 to 1100 | | 5 | 16MM & 35MM Projectors | Training |
| 20. | 18 March | 1730 to 2030 | | 67 | | Reserve Meeting |
| 21. | 20 March | 0800 to 0900 | | 1 | | Organ Practice |
| 22. | 20 March | 0930 to 1100 | | 15 | | Film Production Unit |
| 23. | 20 March | 1130 to 1245 | | 425 | | Religious Services |
| 24. | 21 March | 0830 to 1130 | | 3 | 16MM & 35MM Projectors | Training |
| 25. | 21 March | 1000 to 1200 | | | Projection Booth | Cancelled |
| 26. | 21 March | 1200 to 1300 | | 80 | Slide Projector | Garden Club |

AUDITORIUM SCHEDULE

Sheet 3 of 3

MONTH: March 1963

| No. | DATE | TIME FROM - TO | REQUESTING OFFICE / CONTACTING OFFICER | No. OF PEOPLE | REQUIREMENTS, PA SYSTEM, PROJECTION, ETC. | REMARKS: |
|------------------------------------|----------|-------------------|--|---------------|--|--------------------------|
| 27. | 23 March | 0900 to 1200 | | 1 | | Organ Practice STAT |
| 28. | 25 March | 0830 to 1130 | | 3 | 16MM & 35MM Projectors | Training |
| 29. | 25 March | 1730 to 2030 | | 1 | | Organ Practice |
| 30. | 27 March | 1200 to 1300 | | 45 | | CIA Choral Group |
| 31. | 28 March | 0830 to 1130 | | 3 | 16MM & 35MM Projectors | Training |
| 32. | 28 March | 1200 to 1300 | | 45 | | CIA Choral Group |
| 33. | 29 March | 0830 to 1630 | | 1 | | Exterminating Auditorium |
| TOTAL ESTIMATED HOURS USE - 94 1/2 | | | TOTAL ESTIMATED NUMBER OF PEOPLE 2,272 | | | |
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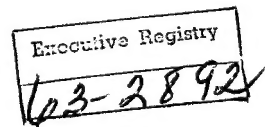
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ADMINISTRATIVE - INTERNAL USE ONLY



28 March 1963

Bldg + Sh
3-1
(General)

MEMORANDUM FOR: Colonel White

SUBJECT : Use of Auditorium

1. Attached are reports showing the use made of the auditorium during the period 1 January - 28 March 1963. These reports reflect, in summary:

a. In January a total of eleven reservations were made, of which three were cancelled. It was in use approximately 17 hours, with a total attendance estimated at 825 people.

b. In February nineteen reservations were made, of which three were cancelled. Hours of use totalled 40 1/2, and total attendance was estimated to be 2,944.

c. During 1 - 28 March there were 33 reservations, of which two were cancelled. Exclusive of cleaning and maintenance time, it was in use approximately 78 hours, for a total of about 2,272 people.

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2. This represents a progressive increase in use, but there is room for more. [] has suggested that selected films from the Agency's extensive library be shown, during the noon hour, perhaps two days a week. I believe this is worth serious consideration.

Good idea.
Let's
do.
Libre

RMP
RBF

Atts

ADMINISTRATIVE - INTERNAL USE ONLY

AUDITORIUM SCHEDULE

MONTH: March 1963

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| 1. | 1 March | 1300 to 1500 | | 400 | PA System | |
| 2. | 2 March | 1000 to 1400 | | 1 | | Organ Practice |
| 3. | 3 March | 1400 to 1700 | | 1 | | Organ Practice |
| 4. | 4 March | 0830 to 1300 | | 25 | | Covert Labor Force |
| 5. | 4 March | 1715 to 1915 | | 1 | | Organ Practice |
| 6. | 5 March | 0930 to 1530 | | 180 | | Blood Donor Program Innocent Entrance Audit. |
| 7. | 6 March | 1030 to 1100 | | 1 | | Organ Practice |
| 8. | 6 March | 1130 to 1245 | | 450 | | Religious Services |
| 9. | 7 March | 1300 to 1500 | | 25 | | |
| 10. | 9 March | 1200 to 1500 | | 1 | | Organ Practice |
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AUDITORIUM SCHEDULE

MONTH: March 1963

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| 22. | 20 March | 0930 to 1100 | | 15 | | Film Production Unit |
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| 24. | 21 March | 0830 to 1130 | | 3 | 16MM & 35MM Projectors | Training |
| 25. | 21 March | 1000 to 1200 | | | Projection Booth | Cancelled |
| 26. | 21 March | 1200 to 1300 | | 80 | Slide Projector | Garden Club |

AUDITORIUM SCHEDULE

MONTH: March

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| 30. | 27 March | 1200 to 1300 | | 45 | | CIA Choral Group |
| 31. | 28 March | 0830 to 1130 | | 3 | 16MM & 35MM Projectors | Training |
| 32. | 28 March | 1200 to 1300 | | 45 | | CIA Choral Group |
| 33. | 29 March | 0830 to 1630 | | 1 | | Exterminating Auditorium |
| TOTAL ESTIMATED HOURS USE - $99\frac{1}{4}$ | | | TOTAL ESTIMATED NUMBER OF PEOPLE 2,272 | | | |
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AUDITORIUM SCHEDULE

MONTH: FEBRUARY 1963

| No. | DATE | TIME FROM - TO | REQUESTING OFFICE & CONTACTING OFFICER | No. OF PEOPLE | REQUIREMENTS, PA SYSTEM, PROJECTION, ETC. | REMARKS: |
|-----|--------|-------------------|--|---------------|--|---|
| 1. | 4 FEB | 1745 TO 1945 | | 75 | | RESERVE MEETING ^{STMT} |
| 2. | 5 FEB | 0930 TO 1530 | | 238 | TABLES & CHAIRS | BLOOD PROGRAM BASEMENT ENT TO AUDIT. |
| 3. | 5 FEB | 12:00 TO 1300 | | 73 | | RECREATION OFFICE |
| 4. | 7 FEB | 12:00 TO 13:00 | | 115 | | RECREATION OFFICE |
| 5. | 8 FEB. | 12:00 TO 1300 | | 78 | | RECREATION OFFICE |
| 6. | 12 FEB | 12:00 TO 1300 | | 75 | | RECREATION OFFICE |
| 7. | 18 FEB | 1745 TO 1945 | | 90 | A.P. SYSTEM CHANGE TABLES | RESERVE MEETING |
| 8. | 19 FEB | 1200 TO 1300 | | 40 | | RECREATION OFFICE |
| 9. | 19 FEB | 1300 TO 1500 | | | 35MM PROJECTOR | CANCELLED |
| 10. | 21 FEB | 11:00 TO 1200 | | 400 | P.A. SYSTEM | |
| 11. | 21 FEB | 12:30 TO 13:30 | | 200 | | |
| 12. | 23 FEB | 0930 TO 1200 | | 25 | | |
| 13. | 25 FEB | 1200 TO 1300 | | | | CANCELLED |

SHEET 1 OF 2

AUDITORIUM SCHEDULE

MONTH: FEBRUARY 1963

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AUDITORIUM SCHEDULE

MONTH: JANUARY 1963

| No. | DATE | TIME FROM - TO | REQUESTING OFFICE & CONTACTING OFFICE | No. OF PEOPLE | REQUIREMENTS, PA SYSTEM, PROJECTION, ETC. | REMARKS |
|-----|--------------|-------------------|---------------------------------------|---------------|--|---|
| 1. | JAN 3, 1963 | 5:45 TO 7:45 | | | | STAT CANCELLED |
| 2. | JAN 8, 1963 | 9:30 TO 4:00 | | | TABLES & CHAIRS | BLOOD PROGRAM BASEMENT ENT. TO AUDITORIUM. |
| 3. | JAN 8, 1963 | 16:00 TO 1630 | | 300 | | |
| 4. | JAN 21, 1963 | 5:45 TO 7:45 | | 150 | 2 CHAIRS & TYPE RECORDING EQUIPMENT. | RESERVE MEETING |
| 5. | JAN 22, 1963 | 10:15 TO 12:00 | | | | CANCELLED |
| 6. | JAN 23, 1963 | 10:00 TO 12:00 | | 60 | 4 CHAIRS 2 TABLE | G.E.H.A. |
| 7. | JAN 28, 1963 | 1200 TO 4:00 | | | | CANCELLED |
| 8. | JAN 28, 1963 | 5:30 TO 8:30 | | 75 | | RESERVE MEETING |
| 9. | JAN 29, 1963 | 12:00 TO 1:00 | | 70 | | C.I.A. CHORAL GROUP |
| 10. | JAN 30, 1963 | 1200 TO 1:00 | | 70 | | C.I.A. CHORAL GROUP |
| 11. | JAN 31, 1963 | 12:00 TO 1:00 | | 100 | | |
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